11 October 1978

Classification Review Procedure CRP 78-38

Review of Directorate of Administration Records
All Offices

1. Check the shelf list to verify that folders which are supposed to be in the box are actually there and that folder numbers and titles correspond to the shelf list. In the event they do not agree, do not begin work on the box but notify the Chief, Administration Branch immediately who will notify the DDA RMO and request corrective action. This same procedure will be followed for any other problems encountered in the classification review process (except for duplicate material and obviously non-applicable material, which may be destroyed). Stop work on the box immediately and let the RMOs correct the problem before classification review is performed.

2. Do not stamp documents or make entries on the Form 4023A until you have thoroughly examined all the material in the folder and understand the filing system used.

3. File should be perused for documents which are singularly identifiable. Once this is determined, proceed with the review.

4. All routing sheets, cryptic notes, buck slips, etc. which are attached to the file and applicable to the matter at hand will be retained and reviewed as part of the file. All loose materials, routing sheets, cryptic notes, buck slips, etc. which are unattached and not applicable to the matter at hand will be destroyed. Duplicate copies of identifiable documents will be destroyed provided that no substantive comments are contained thereon. Reviewers are reminded that routing sheets may contain substantive information such as names of personnel and organizational components.

5. All pencil notes, draft copies, etc. pertaining to a single finished document will be attached to the document if, in the reviewer's judgment, they in fact constitute a single document.

6. Stamp the single finished document in Step 4 above with the review/declassification action indicators.

7. Be alert to proper document identification numbers. Make entries exactly as given if it is clear that only one number applies. In the event several numbers appear on the document, use the identification number of the office of the person who signed the document. If no such number appears, use the number applied by the senior office. Example: O/F_______________, DD/S________________, ER________________.

8. Review and follow instructions set forth in RRP 78-5 on the handling and processing of TS material (including cover and control sheets).

[redacted]

STATINTL

Chief,
Classification Review Group